

1 STATE OF ALASKA  
2 DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
3 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
4 BOARD OF BARBERS AND HAIRDRESSERS  
5

6 MINUTES OF MEETING  
7 January 24 – 25, 2022  
8

9 By the authority of AS 08.01.070(2) and AS 08.86.030 and in compliance with the provisions of AS 44.62  
10 Article 6, a scheduled meeting of the Board of Barbers and Hairdressers was held via teleconference,  
11 videoconference and at State Office Bldg., 9<sup>th</sup> Floor, Conference Room A, January 24 - 25, 2022.  
12

13 **These are DRAFT minutes prepared by the staff of the Division of Corporation, Business and**  
14 **Professional Licensing. These minutes have not been reviewed or approved by the board.**  
15

16 **Item 1. Call to Order/Roll Call**  
17

18 Due to weather related flight delays, the meeting start was delayed.  
19

20 The meeting of the Board of Barbers and Hairdressers was called to order by Michelle McMullin, Chair at  
21 9:14 a.m. Members present were:  
22

23 **Roll Call**  
24

25 **Board Members Present, constituting a Quorum:**  
26

27 Michelle McMullin, Nail Technician, Chairperson  
28 Holly Andrews, Esthetician  
29 Vershawn (Shawn) Idom, Barber  
30 Khitsana Sypakanphay, Tattoo/Permanent Cosmetic Colorist  
31 Tina Taylor, Hairdresser  
32 Vacant, Public Member  
33

34 **Absent from the meeting**  
35

36 Connie Dougherty, Hairdresser/Esthetician – stated would be joining the meeting at 11:30  
37 a.m. UNEXCUSED  
38

39 **Present from the Division of Corporations, Business and Professional Licensing were:**  
40

41 Cynthia Spencer, Records and Licensing Supervisor  
42 Wanda Whitcomb, Licensing Examiner  
43 Melissa Dumas, Administrative Officer  
44 Colleen Kautz, Program Coordinator  
45

46 **Members of the Public Present:**  
47

48 None  
49  
50

51 **Item 2. Review/Amend agenda**

52  
53 Board Chair, Michelle McMullin, requested the board to review the agenda changes and provide  
54 amendments.

55  
56 Cynthia Spencer informed the board that 2022 legislative guidance and the FY22 1<sup>st</sup> Quarter Budget  
57 report had been added to Item 6. Ms. Spencer also informed the board that May 3-4, 2021 and October  
58 4-5, 2021 meeting minutes had been added to Item 8.

59  
60 Chair McMullin asked the board if there were any other amendments; hearing no additional  
61 amendments, Chair McMullin polled the board. Hearing no objections, the agenda was approved.

62  
63 **Item 3. Ethics Disclosure**

64  
65 No ethics disclosures.

66 **Item 4. Public Comment**

67  
68 No members of the public in attendance

69  
70 **Item 5. New Business**

71  
72 A. Review of Communications with Legislators

73  
74 Chair McMullin asked board members if they had reached out to any legislators to find bill sponsors.  
75 Board members stated they had not.

76  
77 Chair McMullin stated she has been speaking with ?? and will be submitting updated legislation. Chair  
78 McMullin informed the board that due to all the new members and time elapsed since legislation had  
79 been initially submitted, she had requested additional time to ensure all board members had a chance  
80 to review drafted legislation and have the opportunity to add or amend information.

81  
82 Tina Taylor stated she cuts Senator Peter Micciche hair; Ms. Taylor stated she had not pushed any  
83 legislation; however, Sen. Micciche had mentioned the legislation as he is a sponsor and stated he was  
84 available to provide assistance to the board.

85  
86 The board thanked Ms. Taylor and Chair McMullin stated she would visit Sen. Micciche office today or  
87 tomorrow.

88  
89 B. Review 2022 Legislative Guidance for Board Members

90  
91 Ms. Spencer reviewed the 2022 Legislative Guidance for Board Members informational sheet. Ms.  
92 Spencer cautioned board members that no more than two board members at a time could meet  
93 up/with bill sponsors. Ms. Spencer also urged board members to create or update existing Bill Tracking  
94 Management Facility (BTMF) accounts on the akleg.gov website. Ms. Spencer stated that the BTMF  
95 system is an excellent way to stay current with legislation progress. Ms. Spencer informed the board  
96 that bill sponsors may ask for a point of contact for legislation; using the chairperson is best and to also  
97 include the board member licensed in that specific area is also recommended as that specifically  
98 licensed individual will be the expert in that field and may be able to provide relevant service  
99 information. Ms. Spencer also reviewed board member testimony and stated if any board member  
100 needed assistance or had any questions/concerns to reach out to her, Wanda Whitcomb, or Director  
101 Sara Chambers.

Chair McMullin asked if there were any additions to current proposed legislation. Hearing none, the board moved on with the agenda.

The board was ahead of schedule, so Ms. Spencer provided a quick Alaska Commission on Postsecondary Education (ACPE) update. Ms. Spencer stated ACPE just had their annual meeting; several schools had their accreditation renewed and once the official report was received it would be sent to board members.

*Recess The Board recessed at 10:40 a.m. for a short break; reconvened at 11:00 a.m.*

#### **Item 6. Division Business**

Melissa Dumas, Administrative Officer joined the meeting and reviewed her role with the board.

##### **A. FY21 4<sup>th</sup> and FY22 1<sup>st</sup> Quarter Reports**

Ms. Dumas reviewed the FY21 4<sup>th</sup> and FY22 1<sup>st</sup> Quarter Budget Reports with the board. Ms. Dumas asked the board if there were any questions; hearing none; Ms. Dumas thanked the board for their time.

The board thanked Ms. Dumas for her time and reporting.

The board was ahead of schedule and moved to Item 8.

#### **Item 8. Administrative Business**

Ms. Spencer informed the board at Military Licensing legislation had passed and the Division is currently drafting regulations for licensing programs. Ms. Spencer stated that this program may not need updating as there are currently courtesy license and temporary permit options for applicants.

Ms. Taylor asked what the difference is between courtesy and temporary permitting. Ms. Spencer responded a 30-day courtesy license is mainly for body piercers, tattooists, and permanent cosmetic colorists who are coming into state for events such as the yearly Ink Masters events in Anchorage and Fairbanks. Ms. Spencer stated the temporary permit is available for individuals applying for licensure via “waiver of examination”; this permit is valid for six months and allows the holder to work in a licensed shop without supervision.

*Recess The board recessed at 11:26 a.m. for lunch; reconvened at 1:00 p.m. Six board members in attendance via roll call.*

#### **Item 8. Administrative Business**

##### **A. Review/Edit Meeting Minutes**

- I. October 22, 2020
- II. August 12, 2021
- III. May 3 – 4, 2021
- IV. October 4 – 5, 2021

The board reviewed meeting minutes.

Chair McMullin asked her name be correctly spelled in the May 3 – 4, 2021 minutes, line 382. The board had no other edits for the May 3 – 4, 2021 minutes. Chair McMullin requested a motion to accept the meeting minutes.

On a motion duly made by Holly Andrews, seconded by Khitsana Sypakanphay and approved unanimously by poll of the board, the board approved May 3 - 4, 2021 meeting minutes with amendments.

On a motion duly made by Holly Andrews, seconded by Khitsana Sypakanphay and approved unanimously by poll of the board, the board approved the August 12, 2021, October 4 – 5, 2021, and October 22, 2020 meeting minutes as written.

B. Document Signing

Chair McMullin signed adopted meeting minutes.

C. Correspondence

i. Representative McKay – Interpreter for National Written Exam.

The board reviewed the correspondence item and discussed the allowance of interpreters for the written examination; the board reviewed Regulation 12 AAC 09. And determined no foreign language interpreters are allowed per the National-Interstate Council of State board of Cosmetology (NIC) requirements. The board requested staff reply to Representative McKay and provide verbal examination information.

ii. Alaska Commission on Postsecondary Education (ACPE) School Closure Notification.

The board reviewed the school closure notification for Alaska Nail & Skin Academy. Ms. Spencer informed the board that there are no current students enrolled in this school; the most recent four students had completed training and qualify for examination(s) once they submit applications.

Ms. Spencer also stated that this was the only school currently approved to teach the 12-hour manicuring course on-line.

D. Application Review

i. Transfer of Out of Country Training

Ms. Whitcomb informed the board that this review is not for an application, but for a student currently enrolled in a school who is requesting out of country training be accepted and applied to the hairdressing curriculum requirements of regulation 12 AAC 09.160.

Ms. Spencer stated the 1,350 hours would directly transfer over to the school program this student was currently enrolled in.

The board reviewed the provided transcripts for Yaidelice Ramos Figueroa and provided a breakdown of what practical operations were still needed to meet the curriculum of regulation 12 AAC 09.160. The board determined Yaidelice Ramos Figueroa must complete an additional 300 hours of training which must include the following practical operations.

- Wet styling – must complete 120 practical operations
- Thermal styling – must complete 120 practical operations
- Permanent waving – must complete 30 practical operations
- Haircutting – must complete 160 practical operations
- Beard trimming – must complete 5 practical operations
- Eyebrow arching – must complete 15 practical operations

- Makeup – must complete 15 practical operations

The board thanked Shawn Idom for verifying practical operations and emailing the information to Ms. Whitcomb and Ms. Spencer.

*Recess The board recessed at 2:04 p.m. until January 25, 2022 at 9:00 a.m.*

**Item 10. Call to Order/Roll Call**

The January 25, 2022, 2021 meeting of the Board of Barbers and Hairdressers were called to order by Michelle McMullin, Chair at 9:04 a.m.

**Board Members Present, constituting a Quorum:**

Michelle McMullin, Nail Technician, Chairperson  
Holly Andrews, Esthetician  
Vershawn (Shawn) Idom, Barber  
Khitsana Sypakanphay, Tattoo/Permanent Cosmetic Colorist  
Tina Taylor, Hairdresser  
Vacant, Public Member

**Absent from the meeting**

Connie Dougherty, Hairdresser/Esthetician. UNEXCUSED

**Present from the Division of Corporations, Business and Professional Licensing were:**

Cynthia Spencer, Records & Licensing Supervisor  
Wanda Whitcomb, Licensing Examiner  
Shauna Muraco, Investigator  
Michele Hearn, Probation Monitor

**Members of the Public Present**

No members of the public present

Ms. Taylor asked what type of approval Wildwood Barber School needed from ACPE and if staff has received that information.

Ms. Whitcomb stated that an email from Tyler Eggen, Program Coordinator, ACPE, which stated that the correctional facility falls under an exemption; however, we are still waiting on the official exemption documentation to be sent to our office.

Chair McMullin reviewed the current status of suggested regulation changes drafted by the board with the assistance of former Regulation Specialist, SherZinn and submitted to the Dept. of Environmental Conservation (DEC) as updates to their current safety/sanitation regulations 18 AAC 23. Chair McMullin briefly reviewed why the board took on this project as to assist DEC in updating to current standards and practices.

Ms. Spencer reported that Ms. Zinn had retired, provided a box of documentation for this project and that all board drafted suggestions had been submitted to DEC. Ms. Spencer informed the board that she's not heard back from DEC.

Chair McMullin stated that with the onset of COVID, DEC probably had more immediate concerns than updating the 18 AAC 23 regulations.

The board reviewed current Frequently Asked Questions (FAQ's) on their website. Ms. Spencer informed the board that the currently posted FAQ's had not been updated in several years.

Ms. Spencer stated that she and Ms. Whitcomb would update the currently posted 40 FAQ's, however if board members would like to rearrange the currently layout and/or add additional FAQ's they could draft language/layout options for presentation at the next scheduled board meeting.

*Recess The Board recessed at 9:42 a.m. for a short break; reconvened at 9:53 a.m.*

### **Item 11. Investigations**

Investigator Shauna Muraco and Probation Monitor Michele Hearn joined the meeting and greeted the board.

#### **A. Probation Report**

Michele Hearn reviewed the probation report with the board reporting four individuals currently on probation, two individuals have been released from probation, and two individuals who are non-compliant or on hold with probation matters.

Chair McMullin asked the board if they had any questions. Hearing none, the board moved onto the next item.

#### **B. Investigative Memo/Board Report**

Shauna Muraco presented the Investigative Report from September 21, 2021 to January 20, 2022. This report contains investigations, complaints and intake reports since the last report. There are currently 50 open cases and 5 closed cases. The board had no questions about the investigative report.

Chair McMullin called for a motion to move to executive session.

**On a motion duly made by Khitsana Sypakanphay, seconded by Shawn Idom, and approved unanimously by majority present, it was RESOLVED to enter Executive Session under the authority of AS 44.62.310(C)(3) and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing matters by law, municipal charter, or ordinance are required to be confidential with staff to remain in session.**

Board entered executive session at 10:07 a.m. and returned from executive session at 10:30 a.m.

**On a motion duly made by Khitsana Sypakanphay, seconded by Shawn Idom, and approved by roll call vote, it was resolved to adopt the consent agreement for case 2020-000710, Dennis Millhouse/Trend Setters School of Beauty as written**

Chair McMullin asked for any discussion; hearing none, Chair McMullin requested a roll call vote.

**Michelle McMullin -Abstain**

**Holly Andrews - Yes**

**Vershawn Idom-Yes**

**Khitsana Sypakanphay-Yes**

**Tina Taylor-Yes**

The board thanked Ms. Muraco and Ms. Hearn for their time and assistance.

Chair McMullin quickly reviewed proposed legislative changes and stated Ms. Andrews, Ms. Sypakanphay, and herself were heading to the Capitol building to meet with Representative Stevens and hopefully Sen. Micciche.

*The Board adjourned at 10:30 a.m.*

Respectfully submitted:

\_\_\_\_\_  
Cynthia Spencer, Records & Licensing Supervisor

Approved:

\_\_\_\_\_  
Michelle McMullin, Chairperson  
Board of Barbers and Hairdressers

Date: \_\_\_\_\_